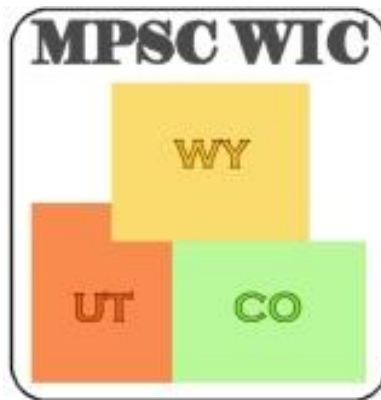

Mountain Plains States Consortium WIC System Project

DDI DELIVERABLE #07

VENDOR MANAGEMENT REPORTS DFDD

(DETAILED FUNCTIONAL DESIGN DOCUMENT)

Presented to:



Revision Date: December 21, 2007

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Document Revisions

Revision Date	Updated By	Requested By	Description of Revision
8/23/07	CIBER	MPSC	Revision Version
11/30/07	CIBER	MPSC	Final Version
12/21/07	CIBER	MPSC	Updated Final Version

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1 Introduction

This reports DFDD contains the reports related to the Vendor Management functional area. The following set of reports represents existing reports from the transfer system as well as new reports requested during the MPSC project's design phase.

2 Vendor Management Monitoring Reports

2.1 Authorized Vendor Report

Description	List all WIC-authorized active vendors in the Local Agency area – to be given to new clients so they know where to shop. Include Store name and address, phone number, and store type
Data Updated	Monthly
Parameters	Local Agency, Peer Group, City, Date Active, Store Type
Record Selection / Filtering / Calculations	Return all active vendors associated with the selected local agency. Type = TIP store type. Date Active = Initial Authorization date.
Print Columns	Local Agency number – Local Agency Name, Vendor Number, Vendor Name, Street Address, Location, City, Zip, Phone
Sort Order	Local Agency, City, Zip, Vendor Type (Retail followed by Pharmacy), Vendor Name
Total / Count Columns	No
State Totals	No
Primary Group (page break)	Local Agency
Additional Group By	None
Comments	Ensure that headings are printed on each page and all detail information for a vendor prints on a single line.

Data Effective: 5/1/2007

Authorized Vendor Report

Printed Date: 5/6/2007

Agency	Vendor ID	Vendor	Street Address	Location	City	Zip	Phone	Store Type
1 - AgencyOne	12-321	Hyvee Food Store	123 1st Street	Between Jackson and Carlisle	Boulder	80301	(303) 555-1234	Retail
	45-646	Moore's	1801 W. George St.	18th and George	Boulder	80304	(303) 555-9874	Retail
	31-313	Spencer Grocery	401 Lincoln Hwy		Colorado Springs	80906	(303) 555-4646	Retail
	21-212	J & K Drug	1414 Market St.	14th and Market	Colorado Springs	80920	(303) 555-5544	Pharmacy
	15-151	Audobon Food Pride	87 Robinson Lane		Denver	80205	(303) 555-7788	Retail
	16-161	Kosher Community Grocery	987 Manor Pkwy		Denver	80205	(303) 555-3349	Retail
	78-787	Hartig Drug Store	1957 8th Street	Between Market and King	Denver	80205	(303) 555-4416	Pharmacy

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Rev: 2/25/2006

2.2 Vendor Authorizations Actions Scheduled and Completed

Description	Provides a listing of the steps needed to complete vendor authorization and whether each step has been completed for each applicant vendor. This report is across vendors identifying their milestones for a specific date range. This provides a list that the vendor coordinators can use as a checklist.
Data Updated	Monthly
Parameters	Beginning Date, Ending Date
Record Selection / Filtering / Calculations	The date parameters refer to all actions scheduled during the time period.
Print Columns	Local Agency, Vendor Name, City, Local Agency Coordinator, Milestone Name, Scheduled Date, Date Completed
Sort Order	Local Agency, Vendor Name, Date Completed
Total / Count Columns	
State Totals	
Primary Group (page break)	Local Agency
Additional Group By	Vendor, City, Local Agency Coordinator

Data Effective: 5/1/2007

Vendor Authorizations Actions Scheduled and Completed
4/1/2007 - 4/30/2007

Print Date: 5/3/2007

Agency	Vendor	City	Agency Coord	Milestone	Scheduled Date	Date Completed
31 - Broadlawns WIC Office, River Plaza	Audobon Food Pride	Denver	James Jones	Received Completed Application	4/4/2007	4/3/2007
				Meet Minimum Quantity Stocking Requirement	4/10/2007	4/9/2007
				Meet Minimum Variety Stocking Requirement	4/10/2007	4/9/2007
				Confirm Shelf Prices	4/15/2007	
				Appropriate Display of Non-WIC Items	4/15/2007	
				Completed On-site Visit	4/29/2007	
	J & K Market	Boulder	Michelle Warren	Received Completed Application	4/1/2007	4/5/2007
				Completed On-site Visit	4/4/2007	4/4/2007
				Confirm Shelf Prices	4/15/2007	4/17/2007
				Appropriate Display of Non-WIC Items	4/15/2007	4/17/2007
				Meet Minimum Quantity Stocking Requirement	4/6/2007	
				Meet Minimum Variety Stocking Requirement	4/6/2007	

2.3 Vendor Feedback Report

Description Provides a listing of all the feedback received about vendors. The vendor coordinators will be supplied with the date of the feedback, any pertinent information about the feedback and what action was taken.

Data Updated Semi-Annual

Parameters

Record Selection / Filtering / Calculations All Vendors with active feedback or feedback in the last year.

Print Columns Vendor Name, Chain ID, Owner ID, Vendor ID, Date of Feedback (Record Date), Feedback Type, Source, Action Type, Closed Date, Comments

Sort Order Chain ID, Owner ID, Vendor Name

Total / Count Columns

State Totals

Primary Group (page break)

Additional Group By

Data Effective: 5/1/2007

Vendor Feedback Report

Print Date: 5/3/2007

Vendor	Chain ID	Owner ID	Vendor ID	City	Date of Feedback	Feedback Type	Source	Action Type	Closed Date	Comments
Hartig Drug Store#5	55		78-787	Colorado Springs	5/31/2006	State dated	Participant	Warning Letter	6/19/2006	
Hartig Drug Store#9	55		94-446	Colorado Springs	12/1/2006	Dirty/Smelly	Participant	Warning Letter	1/25/2007	
Moore's	44		45-951	Boulder	3/1/2006	Rude cashiers	Participant	Sanction Points	4/25/2007	cashier ridiculed participant for WIC participation
Hyvæ Food Store		221548	12-125	Denver	10/19/2006	Rude cashiers	Participant	Sanction Points	11/1/2006	cashier used foul language
Audobon Food Pride		338336	15-466	Denver	8/1/2006	Dirty/Smelly	Participant	Warning Letter	7/14/2006	produce section floor covered with fallen produce
J & K Drug			21-741	Boulder	4/6/2007	No inventory	Local Agency	Sanction Points		
Spencer Grocery			30-258	Colorado Springs	9/6/2006	State dated	Another vendor	Warning Letter	10/10/2006	

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Rev: 2/25/2006

2.4 Routine Monitoring Report

Description	To assist local agency/state agency staff in scheduling required monitoring visits.
Data Updated	Monthly
Parameters	Local Agency, Local Agency Coordinator
Record Selection / Filtering / Calculations	Return all vendors who were active during the current and previous fiscal year along with the last monitoring visit.
Print Columns	Local Agency Number – Local Agency Name, Local Agency Coordinator, Vendor Number, Vendor Name, Vendor City, Last Monitoring Date, Monitoring Type, Monitoring Result, Vendor Status
Sort Order	Local Agency, Local Agency Coordinator, Last Monitoring Date, Vendor Name
Total / Count Columns	No
State Totals	No
Primary Group (page break)	Local Agency, Local Agency Coordinator
Additional Group By	

Data Effective: 5/1/2007

Routine Monitoring Report

Printed Date: 5/6/2007

Agency	LA Coordinator	Vendor ID	Vendor	City	Last Mon Dt	Monitoring Type	Monitoring Result	Vendor Status
1 - AgencyOne	James Allingham	12-111	Hyvee Food Store	Boulder	5/1/2006	Compliance Buy	Warning Provided	Active
		45-623	Moore's	Boulder	8/16/2006	Educational Buy	Additional Training Needed	Closed
		31-458	Spencer Grocery	Colorado Springs	9/19/2006	Educational Buy	Additional Training Needed	Active
		21-445	Kosher Community Grocery	Colorado Springs	10/9/2006	Inventory Audit	Warning Provided	Active
		15-877	Hartig Drug Store	Denver	12/15/2006	Compliance Buy	Additional Training Needed	Active
	<page break> Betsy Wilson	16-325	J & K Drug	Denver	12/15/2006	Educational Buy		Active
		78-115	Audobon Food Pride	Denver	2/24/2007	High Risk/Office	Referred to State	Terminated
		45-632	Fareway	Denver	9/15/2006	Compliance Buy	Additional Training Needed	Active
		74-119	L & I Market and Deli	Colorado Springs	1/26/2007	Educational Buy		Active
		21-412	Nodaway Valley Market	Boulder	3/5/2007	Educational Buy		Active
		44-446	Franklin Supermarket	Boulder	8/4/2006	Educational Buy	Additional Training Needed	Active
		33-338	Zinn's Foods	Boulder	8/4/2006	High Risk/Office	Referred to State	Terminated
		22-229	Save-A-Lot	Denver	2/5/2007	Compliance Buy	Warning Provided	Active

2.5 Investigations Conducted Report (State Office Only)

- Description** Provides a listing of the Investigation monitoring activities conducted during a specified period to include compliance buy and inventory audit visits
- Data Updated** Monthly
- Parameters** Fiscal Year
- Record Selection / Filtering / Calculations** Return all compliance buy records within the given fiscal year.
Report to include vendors that have received investigation activities within the fiscal year requested.
- Print Columns** Vendor Number, Vendor Name, Local Agency number – Local Agency name, City, Activity Date, Activity Type, Activity Outcome, Investigation Status, Comments, Actions, Action End Date (Actual End Date)
- Sort Order** Vendor ID, Activity Date (newest to oldest)
- Total / Count Columns** **Total Vendors Investigated:** Each vendor should be counted one time regardless of the number of investigation records listed.
Total Number of Compliance Buys: Count of records with an Activity Type of "Compliance Buy".
Percentage of Stores Investigated: $\frac{\text{Total Vendors Investigated}}{\text{Total Number of Active Vendors}}$
- State Totals** Yes (top of first page)
- Primary Group (page break)** None
- Additional Group By**

Data Effective: 5/1/2007

Investigations Conducted Report
FY: 2007

Print Date: 5/4/2007

State Totals Vendors Investigated 269
 Compliance Buys 171
 % Stores Investigated 2.74%

Vendor ID	Vendor	Agency	City	Activity Dt	Activity Type	Outcome	Invest Status	Comments	Action	Action End Dt
11-191	Nodaway Valley Market	1 - AgencyOne	Colorado Springs	3/20/2007	Compliance Buy	Fail	Completed	Investigation initiated based on client complaint	Warning	4/18/2007
12-123	Hyvee Food Store	2 - AgencyTwo	Boulder	4/1/2007	Audit		Ongoing	Vendor missed first appointment and has rescheduled		
44-456	J & K Market	1 - AgencyOne	Boulder	4/16/2007	Compliance Buy	Pass	Completed			
45-615	Audobon Food Pride	1 - AgencyOne	Denver	1/15/2007	Audit		Initiated			
75-111	Spencer Grocery	4 - AgencyFour	Denver	3/2/2007	Compliance Buy	Fail	Completed	Comp buy initiated as a result of initial audit results	Warning	3/6/2007
75-111	Spencer Grocery	4 - AgencyFour	Denver	2/19/2007	Audit		Ongoing			

2.6 Vendor Sanction Summary Report

Description	Provides a listing of all vendors with sanctions. Descriptions of the violation, what sanction was imposed and the date the vendor was advised about the sanction are included.
Data Updated	Quarterly
Parameters	Chain ID, Owner ID
Record Selection / Filtering / Calculations	All Vendors with open sanctions or any sanction within the last year.
Print Columns	Vendor Name, Chain ID, Owner ID, Vendor ID, City, Violation, Violation Date, Sanction, Sanction Date, Action, Action Start Date, Action End Date (Actual End Date), Closed Date
Sort Order	Chain ID, Owner ID, Vendor ID, Closed Date
Total / Count Columns	
State Totals	
Primary Group (page break)	
Additional Group By	

Data Effective: 4/1/2007

Vendor Sanction Summary Report

Print Date: 4/3/2007

Vendor	Chain ID	Owner ID	Vendor ID	City	Violation	Violation Dt	Action	Action Start Dt	Action End Dt	Sanction	Sanction Dt	Closed Date
Hy-vee Food Store #9	12		22-222	Boulder	Allowed to buy formula not on check	6/25/2006	Sanction Points	7/11/2006	7/11/2006	Civil money penalty	8/16/2006	9/1/2006
Hy-vee Food Store #1	12		33-333	Boulder	Accepted 5 checks over 30 days old	2/2/2007	Sanction Points	2/16/2007	2/17/2006	Civil money penalty	2/28/2007	3/4/2007
Nodaway Valley Market	22		11-111	Boulder	Accepted 5 checks over 30 days old	7/6/2006	Sanction Points	8/10/2006	8/10/2006	Civil money penalty	8/30/2006	9/24/2006
Nodaway Valley Market	22		12-355	Denver	No stock in 2 or more food groups	11/19/2006	Warning Letter	11/30/2006	11/30/2006	No sanction - warning letter	11/30/2006	11/30/2006
Spencer Grocery		114114	55-555	Colorado Springs	Required cash purchase to redeem check	2/19/2007	Sanction Points	3/1/2007	3/5/2007	Disqualified	3/22/2007	3/22/2007
J & K Market		229229	44-444	Carbondale	Refused to accept WIC check	1/5/2007	Warning Letter	1/25/2007	1/25/2007	No sanction - warning letter	1/25/2007	1/25/2007
Audobon Food Pride			66-666	Boulder	Abusive/discriminatory to participants	12/1/2006	Sanction Points	12/18/2006	12/19/2006	Civil money penalty	1/9/2007	1/15/2007
Cooper's Market			77-777	Boulder	Accepted 5 checks over 30 days old	3/2/2007	Sanction Points	3/21/2007	3/24/2007	Civil money penalty	3/31/2007	

2.7 Vendor Risk Summary Report (State Office Only)

Description	Identifies vendors flagged as high risk and underlying risk factors to assist State Agency in targeting compliance buys. The report will include high risk vendors and state specified risks.
Data Updated	Monthly
Parameters	Fiscal Year
Record Selection / Filtering / Calculations	Select vendors who have one or more high risks as defined by High Risk Vendor analysis and/or vendor risks assigned using the Vendor Risk screen.
Print Columns	Vendor Name, Vendor ID, Address, City, Risk Codes, Risk Descriptions
Sort Order	Vendor Name
Total / Count Columns	No
State Totals	No
Primary Group (page break)	Vendor Name
Additional Group By	
Comments	♦ The risk description will identify ARVA risks.

Data Effective: 5/1/2007

Vendor Risk Summary Report

Print Date: 5/4/2007

Fiscal Year: 2007

Vendor	Vendor ID	Address	City	Risk Code	Risk Description
Hyvee Food Store	12-123	123 Forbes Ave.	Boulder	C F	Unusually High Average FI Prices Volume of WIC Business
<page break>					
J & K Corner Market	22-226	4646 Sixth Street	Denver	F K L	Volume of WIC Business WIC and FS Sales Unusually High Participant/Other Complaints
<page break>					
Nodaway Valley Market	31-511	845 Glendale Ave.	Boulder	B	Large % of FI Redeemed at Same Price

2.8 Vendor Completed Education Report

Description	Provides a listing of vendors who have completed scheduled training for a specific local agency or statewide covering a specified time period designated by the user.
Data Updated	Monthly
Parameters	Beginning Date, Ending Date, Local Agency Number (statewide if not entered)
Record Selection / Filtering / Calculation	Select all completed vendor training records that match the input criteria
Print Columns	Vendor number – Vendor name, Vendor Address, Vendor City, Completed Date, Number Attended, Training Reason, Training Content
Sort Order	Completed Date, Vendor Name
Total / Count Columns	Local Agency total training completed. The training record should be counted as a separate training each time a training record is designated as completed.
State Totals	Statewide total training completed
Primary Group (page break)	Local Agency
Additional Group By	Vendor

Data Effective: 5/1/2007

Vendor Completed Education Report
4/1/2007 - 4/30/2007

Print Date: 5/3/2007

State Total Completed: 358

Agency	Vendor ID	Vendor	Address	City	Completed Dt	Attendees	Training Reason	Content
1 - AgencyOne	12-123	Hyvee Food Store	123 1st Street	Boulder	4/1/2007	15	Follow Up Training	Annual WIC Program Updates
	45-456	Moore's	1801 W. George St.	Boulder	4/5/2007	3	Initial Training	Intro to WIC
	31-313	Spencer Grocery	401 Lincoln Hwy	Colorado Springs	4/6/2007	10	Follow Up Training	Annual WIC Program Updates
	21-212	J & K Drug	1414 Market St.	Colorado Springs	4/7/2007	5	Follow Up Training	Annual WIC Program Updates
	15-151	Audobon Food Pride	87 Robinson Lane	Denver	4/10/2007	2	Initial Training	Intro to WIC
	16-159	Kosher Community Grocery	987 Manor Pkwy	Denver	4/10/2007	4	Follow Up Training	Annual WIC Program Updates
	12-442	Hartig Drug Store	1957 8th Street	Denver	4/11/2007	16	Follow Up Training	Annual WIC Program Updates
			1957 8th Street	Denver	4/15/2007	14	Follow Up Training	Annual WIC Program Updates
	45-644	Fareway	15 Forbes Way	Denver	4/18/2007	20	Follow Up Training	Annual WIC Program Updates
	74-115	T & I Market and Deli	4646 Ellis Avenue	Colorado Springs	4/18/2007	4	Initial Training	Intro to WIC
	21-652	Nodaway Valley Market	145 Sixth Street	Boulder	4/19/2007	2	Follow Up Training	Annual WIC Program Updates
	44-322	Franklin Supermarket	846 Glendale Road	Boulder	4/25/2007	8	Follow Up Training	Annual WIC Program Updates
	33-547	Save-A-Lot	2645 Hanover Street	Boulder	4/26/2007	17	Follow Up Training	Annual WIC Program Updates
	22-697	Hometown Foods	1478 22nd Street	Denver	4/29/2007	8	Initial Training	Intro to WIC

Agency Total Completed: 14

2.9 Vendor Planned Education Report

Description	Provides a listing of scheduled education for a specific local agency or statewide covering a specified time period designated by the user to assist in planning the logistics of the education. Report will be used to determine the need for follow-up with vendors to reschedule missed education or take other action.
Data Updated	Monthly
Parameters (Defaults)	Beginning Date, Ending Date, Local Agency Number (statewide if not entered)
Record Selection / Filtering / Calculations	Select all vendor training records that match the input criteria. Records should be planned, but not completed.
Print Columns	Vendor number – Vendor name, Vendor Address, Vendor City, Planned Date, Training Reason, Training Content
Sort Order	Planned Date, Vendor Name
Total / Count Columns	Local Agency total training scheduled and missed.
State Totals	Statewide total training scheduled and missed
Primary Group (page break)	Local Agency
Additional Group By	Vendor

Data Effective: 5/1/2007

Vendor Planned Education Report
4/1/2007 - 5/31/2007

Print Date: 5/3/2007

State Totals	Scheduled 358	Missed 42					
Agency	Vendor ID	Vendor	Address	City	Planned Dt	Training Reason	Content
1 - AgencyOne	46-488	ABC Grocery	42 Edge Road	Denver	4/12/2007	Follow Up Training	Annual WIC Program Updates
	31-369	Dale's Pharmacy	789 Rocky Road	Colorado Springs	4/12/2007	Initial Training	Intro to WIC
	54-465	Bob's Grocery Store	6414 23rd Street	Denver	4/25/2007	Follow Up Training	Annual WIC Program Updates
	12-845	Hyvee Food Store	123 1st Street	Boulder	5/1/2007	Follow Up Training	Annual WIC Program Updates
	45-174	Moore's	1801 W. George St.	Boulder	5/5/2007	Initial Training	Intro to WIC
	31-311	Spencer Grocery	401 Lincoln Hwy	Colorado Springs	5/5/2007	Follow Up Training	Annual WIC Program Updates
	21-211	J & K Drug	1414 Market St.	Colorado Springs	5/7/2007	Follow Up Training	Annual WIC Program Updates
	15-159	Audobon Food Pride	87 Robinson Lane	Denver	5/10/2007	Initial Training	Intro to WIC
	16-623	Kosher Community Grocery	987 Manor Pkwy	Denver	5/10/2007	Follow Up Training	Annual WIC Program Updates
	78-963	Hartig Drug Store	1957 8th Street	Denver	5/11/2007	Follow Up Training	Annual WIC Program Updates
			1957 8th Street	Denver	5/15/2007	Follow Up Training	Annual WIC Program Updates
	45-184	Fareway	15 Forbes Way	Denver	5/18/2007	Follow Up Training	Annual WIC Program Updates
	74-456	T & I Market and Deli	4646 Ellis Avenue	Colorado Springs	5/18/2007	Initial Training	Intro to WIC
	21-478	Nodaway Valley Market	145 Sixth Street	Boulder	5/19/2007	Follow Up Training	Annual WIC Program Updates
	44-445	Franklin Supermarket	846 Glendale Road	Boulder	5/25/2007	Follow Up Training	Annual WIC Program Updates
	33-784	Save-A-Lot	2645 Hanover Street	Boulder	5/25/2007	Follow Up Training	Annual WIC Program Updates
	22-357	Hometown Foods	1478 22nd Street	Denver	5/29/2007	Initial Training	Intro to WIC

Agency Total Scheduled: 13
Agency Total Missed: 4

2.10 Vendor Sales Analysis Report (State Office Only)

This report is for FI States Only

Description	Provides a listing of monthly redemption information by vendor including cumulative totals by vendor for the fiscal year. The report includes the average value of redeemed FIs.
Data Updated	Monthly
Parameters	Month/Year, Chain ID, Owner ID, Peer Group, Vendor ID
Record Selection / Filtering / Calculations	All FIs redeemed for the time period.
Print Columns	Chain ID, Owner ID, Vendor ID, Vendor Name, Local Agency ID, City, Peer Group, Number of Registers, Monthly Totals (number of FIs redeemed, dollar value of FIs redeemed, average dollar value per redeemed FI), Cumulative Totals for Fiscal Year (number of FIs redeemed, dollar value of FIs redeemed, average dollar value per redeemed FI)
Sort Order	Chain ID, Owner ID, Vendor ID
Total / Count Columns	State totals: Number of Registers, Monthly Totals (number of FIs redeemed, dollar value of FIs redeemed, average dollar value per redeemed FI), Cumulative Totals for Fiscal Year (number of FIs redeemed, dollar value of FIs redeemed, average dollar value per redeemed FI)
State Totals	Yes (at the top of the first page)
Primary Group (page break)	None
Additional Group By	

Data Effective: 5/1/2007

Vendor Sales Analysis Report
April 2007

Print Date: 5/4/2007

	Registers	Report Time Frame			Fiscal Year		
		Fis	\$ Redeemed	\$ Avg Per FI	Fis	\$ Redeemed	\$ Avg Per FI
State Totals	4,478	163,889	\$3,786,226.00	\$20.59	1,144,898	\$23,705,635.30	\$20.71

Chain ID	Owner ID	Vendor ID	Vendor	LA ID	City	Peer Group	Registers	Report Time Frame			Fiscal Year		
								Fis	\$ Redeemed	\$ Avg Per FI	Fis	\$ Redeemed	\$ Avg Per FI
11		15-951	HyVee Foods #933	1	Denver	6	15	2,033	\$48,480.22	\$23.85	11,916	\$276,948.10	\$23.41
11		21-163	HyVee Foods #985	2	Boulder	8	16	646	\$14,065.50	\$21.77	4,462	\$102,377.55	\$22.94
11		33-255	HyVee Foods #1001	3	Denver	8	10	356	\$7,325.99	\$20.58	2,324	\$51,746.33	\$22.27
22		11-616	Dahl's Food Market #445	1	Denver	7	10	752	\$15,542.90	\$20.67	4,804	\$94,672.24	\$19.71
22		22-322	Dahl's Food Market #669	2	Boulder	8	12	642	\$15,936.40	\$24.82	3,983	\$98,595.89	\$24.75
22		33-564	Dahl's Food Market #670	3	Boulder	8	6	124	\$2,442.14	\$19.69	860	\$19,325.47	\$22.47
	456456	12-369	Mark's SuperValue	1	Boulder	6	4	128	\$2,526.97	\$19.74	840	\$15,293.84	\$18.21
	123123	18-888	T.J.'s Corner Store	1	Denver	3	2	69	\$1,326.22	\$19.22	342	\$6,670.65	\$19.50
		26-056	A.J. Grocery	2	Colorado Springs	8	7	495	\$8,214.22	\$16.59	3,539	\$59,204.15	\$16.73
		36-456	Jamboree Foods	1	Boulder	6	2	32	\$574.01	\$17.94	200	\$3,662.68	\$18.31
		40-789	Family Foods	4	Colorado Springs	5	6	286	\$6,313.67	\$22.08	1,828	\$42,910.88	\$23.47
		44-588	Hometown Foods	4	Denver	4	5	169	\$3,522.12	\$20.84	1,086	\$22,920.22	\$21.11

2.11 Display FI Report Number Contents Report

This report is for FI States Only

Description

This report will display the contents of a single or all FI Reporting Numbers. FI Reporting Numbers are used primarily in High Risk Vendor Analysis reports.

A FI Report Number is a unique number that is auto-assigned to it by the system whenever a unique combination of food items (with their quantities) is introduced to the system. This unique number was assigned for reporting purposes only. It is important to understand how the WIC system handles FIs. The WIC system ensures that FIs regardless of where originated are identified as the same when their contents are the same. From a vendor or client perspective, the food instrument is a sum of the contents and the CIBER WIC system enforces this. An example is the best way to explain this.

- Model Food Package "A" has its 3rd FI containing 1 dozen eggs and 30 oz of WIC approved cheese. This package is used for Client #1.
- Model Food Package "B" has its 2nd FI containing 2 dozen eggs and 32 oz of WIC approved cheese. But when this package is assigned to Client #3, WIC personnel customize this 2nd FI to contain 1 dozen eggs and 30 oz of WIC approved cheese.
- Model Food Package "C" has its 1st FI containing 1 dozen eggs and 30 oz of WIC approved cheese and also its 4th FI containing 1 dozen eggs and 30 oz of WIC approved cheese. This package is used for Client #2.

When each one of these FIs is saved, the WIC system has an algorithm that checks the contents against the existing set of saved FIs. The system will recognize that all four of these FIs contain the same contents and assign the same FI report number to the FI. Therefore, although all three originated from a different source, they are considered the same.

Data Updated Monthly

Parameters FI Reporting Number (one or blank)

Record Selection / Filtering / Calculations FI Reporting Number records

Print Columns FI Reporting Number, Item Quantity, Description

Sort Order FI Reporting Number

**Total / Count
Columns** None

State Totals None

**Primary Group
(page
break)** None

**Additional
Group By** None

FI Contents Report

Data Effective Date: 5/21/2007

Print Date: 5/21/2007

FI Reporting Number	Item Quantity	Description
11	4	32 oz. Quart of Goats Milk, Myenberg Brand Only
	1	oz. Natural Cheese – WIC Approved Only
	1	Package 16 oz. Dried Beans, Peas, Or Lentils
	3	46 oz. Cont. OR 12 oz. Frozen Juice - WIC Approved Only
6550	2	Gallon of Milk – Unflavored Only
	1	Dozen of Large Eggs
	1	Cont. 18 oz. Or less Peanut Butter-No Spreads or 1 Package 16 oz. Dried Beans, Peas or Lentils
	2	46 oz. Cont. OR 12 oz. Frozen Juice - WIC Approved Only
	3	oz. or less of WIC Cereal – WIC Approved Only
19673	8	Cont. 12 oz. Evaporated Goat Milk, Meyenberg Brand
	16	oz. Natural Cheese – WIC Approved Only
	1	Dozen of Large Eggs
	2	46 oz. Cont. OR 12 oz. Frozen Juice - WIC Approved Only
	36	oz. Infant Cereal Without Fruit

2.12 Vendor Mailing Labels

Description There may be instances where Vendor labels need to be generated. The Vendor Mailing Labels format a Vendor list of all active vendors so that it can be saved out to an Excel spreadsheet for importing into a MS Office product for label printing. If a vendor has an address type of 'Mailing,' that address is used for the label; otherwise, the 'Physical' address is used. The Vendor Contact Name (along with the Contact Title) is the contact who corresponds with the address type. MS Office products support the many industry standard label layouts.

Data Updated Monthly

Parameters

Record Selection / Filtering / Calculations All active vendors

Print Columns Vendor ID
Vendor Name
Contact Title
Contact Name
Street Address 1
Street Address 2
City
State
Zip Code

Sort Order Vendor ID

Total / Count Columns None

State Totals No

Primary Group (page break) No

Additional Group By No

01-001	Progar's Formulas	Phil Progar	333 Elm Street	Suite 404	Provo, UT 84602
01-002	Best Formulas Around	Donna Richards	P.O. Box 7979		Provo, UT 84602
08-009	Smith's Market	John Smith	45 Hampton Rd.	Rear Building Suite 10	Moab, UT 84510
09-002	Your Neighborhood Market	John Booth	25 Locust Blvd.		Salt Lake City, UT 84101

3 Vendor Management Redemption Reports

3.1 Local Agency Redemption Report (State Office Only)

This report is for FI States Only

Description	Provides a listing of monthly redemption information by local agency and clinic including cumulative totals by local agency and clinic for the fiscal year.
Data Updated	Monthly
Parameters	Month, Year
Record Selection / Filtering / Calculations	All FIs redeemed for the fiscal year. (This does <u>not</u> include checks rejected by the bank.)
Print Columns	Local Agency, Clinic, Monthly Totals (number of FIs redeemed, dollar value of FIs redeemed, average dollar value per redeemed FI), Cumulative Totals for Fiscal Year (number of FIs redeemed, dollar value of FIs redeemed, average dollar value per redeemed FI),
Sort Order	Local Agency, Clinic
Total / Count Columns	No
State Totals	Monthly Totals (number of FIs redeemed, dollar value of FIs redeemed, average dollar value per redeemed FI, Cumulative Totals for Fiscal Year (number of FIs redeemed, dollar value of FIs redeemed, average dollar value per redeemed FI),
Primary Group (page break)	Local Agency
Additional Group By	Clinic

Data Effective: 5/1/2007

Local Agency Redemption Report

April 2007

Print Date: 5/4/2007

	Report Time Frame			Fiscal Year		
	# Fls Redeemed	Amt Redeemed	Avg Amt Per FI	# Fls Redeemed	Amt Redeemed	Avg Amt Per FI
State Totals	194,311	\$4,010,897.73	\$20.64	1,437,901	\$30,482,822.75	\$21.20

Agency/Clinic	Report Time Frame			Fiscal Year		
	# Fls Redeemed	Amt Redeemed	Avg Amt Per FI	# Fls Redeemed	Amt Redeemed	Avg Amt Per FI
1 - AgencyOne	39,015	\$867,661.66	\$22.24	292,613	\$6,247,163.95	\$21.35
1 - ClinicOne	23,138	\$521,345.78	\$22.53	173,535	\$3,753,689.62	\$21.63
2 - ClinicTwo	5,126	\$110,321.54	\$21.52	38,445	\$794,315.09	\$20.66
3 - ClinicThree	875	\$18,452.31	\$21.09	6,563	\$132,856.63	\$20.24
4 - ClinicFour	9,876	\$217,542.03	\$22.03	74,070	\$1,566,302.62	\$21.15

3.2 Vendor EBT Redemption Summary Report

This report is for EBT States Only

Description	The Vendor EBT Redemption Summary Report will summarize redemptions transactions (purchases) at the peer group, vendor chain and the vendor levels.
Data Updated	Weekly
Parameters	Begin Date, End Date Select one: Statewide (default if no selection) Peer Group Vendor Chain Name Vendor
Record Selection / Filtering / Calculations	Select all purchase transactions by the EBT host redemption process during the date range selected.
Print Columns	State summary level: Count of Transactions, Amount of Transactions Peer Group summary level: Peer Group Name, Count of Transactions, Amount of Transactions Vendor Chain summary level: Vendor Chain Name, Count of Transactions, Amount of Transactions Vendor summary level: Vendor ID, Vendor Name, Count of Transactions, Amount of Transactions.
Sort Order	Peer Group Number, Vendor Chain Name, Vendor ID
Total / Count Columns	See Print columns
State Totals	Yes
Primary Group (page break)	None

**Additional
Group By**Peer Group
Vendor Chain
Vendor**Vendor EBT Redemption Summary Report**

3/1/2007 to 3/31/2007

Data Effective Date: 4/1/2007

Print Date: 4/5/2007

	Purchase Total Count	Purchase Total Amount
Statewide	1,097	\$25,589.74
Peer Group 1	419	\$7,733.10
Acme Store Chain	274	\$4,794.87
11-111 Acme Store 1	129	\$1,856.64
12-222 Acme Store 2	145	\$2,938.23
13-112 General Store	145	\$2,938.23
Peer Group 2	678	\$17,856.64
22-107 Tom Country Store	543	\$8,928.32
31-126 Tim Place	135	\$8,928.32

3.3 Vendor Redemption Rejection Report

This report is for FI States Only

This existing transfer system report entitled Rejected Check Detail Report will be modified to include the rejection amount (detail and total).

Description	The Vendor Redemption Rejection Report will list FI Numbers which have been rejected during the selection period.
Data Updated	Weekly
Parameters	Begin Date, End Date, Chain ID, Vendor ID
Record Selection / Filtering / Calculations	Select FIs that have been rejected by the bank during the date range selected. FI without a vendor stamp will be listed at the top of the report as a "Dummy" vendor.
Print Columns	Chain, Vendor ID, Vendor Name, Local Agency ID and Name, FI Number, Date Posted By the Bank, Reason for the Rejection, Vendor Stamp, Local Agency (where the FI was created), amount
Sort Order	Chain ID, Vendor ID, Rejection Reason, FI Number
Total / Count Columns	Number and amount total of FIs rejected for the Vendor Number and amount total of FIs rejected for vendor per reject reason Total rejects as a percent of the total FIs
State Totals	No
Primary Group (page break)	None
Additional Group By	Chain ID, Vendor ID

Data Effective: 5/6/2007

Vendor Redemption Rejection Report

Print Date: 5/7/2007

4/1/2007 - 4/30/2007

Chain ID	Vendor ID	Local Agency	Vendor	FI Number	Date Posted	Vendor Stamp	Rejection Reason	Rejection Amt
11	12-123	4 - AgencyFour	HyVee Food Store #1635	15966951	4/15/2007	454545	Early Cashing	\$25.68
				16981698	4/2/2007	454545	Early Cashing	\$42.10
							Total Rejected Amount	\$67.78
							Number of Rejected FIs	2
				11141114	4/25/2007	454545	Missing First Signature	\$33.21
				22252225	4/2/2007	454545	Missing First Signature	\$55.19
				33363336	4/13/2007	454545	Missing First Signature	\$22.14
				44484448	4/1/2007	454545	Missing First Signature	\$19.52
							Total Rejected Amount	\$130.06
							Number of Rejected FIs	4
							Vendor Total Rejected Amount	\$197.84
							Vendor Number of Rejected FIs	6
							Total Rejects as % of Total FIs	6.35%
	23-116	1 - AgencyOne	HyVee Food Store #1701	22142214	4/21/2007	797979	Early Cashing	\$66.88
				33363334	4/12/2007	797979	Early Cashing	\$25.68
				44487779	4/6/2007	797979	Early Cashing	\$42.47
							Total Rejected Amount	\$135.03
							Number of Rejected FIs	3
				55547778	4/21/2007	797979	Missing First Signature	\$54.99
							Total Rejected Amount	\$54.99
							Number of Rejected FIs	1
				11151118	4/18/2007	797979	Unreasonable Dollar	\$22.49
				33398885	4/12/2007	797979	Unreasonable Dollar	\$36.45
				42583259	4/19/2007	797979	Unreasonable Dollar	\$15.99
							Total Rejected Amount	\$74.93
							Number of Rejected FIs	3
							Vendor Total Rejected Amount	\$264.95
							Vendor Number of Rejected FIs	7
							Total Rejects as % of Total FIs	4.98%

3.4 Vendor Redemption Summary Report (State Office Only)

This report is for FI States Only

This existing transfer system report entitled Rejected Check Summary Report will be modified to add another peer groups and vendor chain as aggregate levels. Also, add count of FI, Rejection Percentage and Total amount of FIs at summary level.

Description The Vendor Redemption Summary Report will summarize redemption (valid and rejected) at the peer group, vendor chain and the vendor levels.

Data Updated Weekly

Parameters Begin Date, End Date
Select one:
Statewide (default if no selection)
Peer Group
Vendor Chain Name
Vendor

Hierarchy or data that is found under the selection will be produced.

Record Selection / Filtering / Calculations Select all FIs (valid and rejected) by the bank interface redemption process during the date range selected.

Print Columns	<p>State summary level: Count of FIs, Count of FI Rejected, Count Rejection %, Amount of FIs. Amount of Rejected FIs, Amount Rejection %</p> <p>State detail level: Rejection Reason, Count of Rejected FIs, Count Rejection % (for State total), Amount of Rejected FIs, Amount Rejection % (for State total)</p> <p>Peer Group summary level: Peer Group Number, Count of FIs, Count of FI Rejected, Count Rejection %, Amount of FIs. Amount of Rejected FIs, Amount Rejection %</p> <p>Peer Group detail level: Rejection Reason, Count of Rejected FIs, Count Rejection % (for Peer Group total), Amount of Rejected FIs, Amount Rejection % (for Peer Group total)</p> <p>Vendor Chain summary level: Vendor Chain Name, Count of FIs, Count of FI Rejected, Count Rejection %, Amount of FIs. Amount of Rejected FIs, Amount Rejection %</p> <p>Vendor Chain detail level: Rejection Reason, Count of Rejected FIs, Count Rejection % (for Chain total), Amount of Rejected FIs, Amount Rejection % (for Chain total)</p> <p>Vendor summary level: Vendor ID, Vendor Name, Count of FIs, Count of FI Rejected, Count Rejection %, Amount of FIs. Amount of Rejected FIs, Amount Rejection %</p> <p>Vendor detail level: Rejection Reason, Rejection Reason, Count of Rejected FIs, Count Rejection % (for Vendor total), Amount of Rejected FIs, Amount Rejection % (for Vendor total)</p>
Sort Order	Peer Group Number, Vendor Chain Name, Vendor ID, Rejection Reason
Total / Count Columns	See Print columns
State Totals	Yes
Primary Group (page break)	None
Additional Group By	Peer Group Vendor Chain Vendor
Special Notes	If a Vendor Chain is found to be in more than one peer group, then the Vendors under the Vendor Chain will appear according to its peer group. This means that that a Vendor Chain may appear multiple times in this report.

Vendor Redemption Summary Report

3/1/2007 to 3/31/2007

Data Effective Date: 4/1/2007

Print Date: 3/31/2007

	FI Total Count	FI Rejected Count	Count Reject %	FI Total Amount	FI Rejected Amount	Amount Reject %
Statewide	1,097	20	1.8%	\$25,589.74	\$268.40	1.0%
Early Cashing		8	40.0%		\$145.44	54.2%
Missing First Signature		4	20.0%		\$47.72	17.8%
Stale Date		8	40.0%		\$75.24	28.0%
Peer Group 1	419	12	2.9%	\$7,733.10	\$136.69	1.8%
Early Cashing		3	25.0%		\$35.80	26.2%
Missing First Signature		4	33.3%		\$47.72	34.9%
Stale Date		5	41.7%		\$53.17	38.9%
Acme Store Chain	274	9	3.3%	\$4,794.87	\$99.37	2.1%
Early Cashing		2	22.2%		\$22.34	22.5%
Missing First Signature		2	22.2%		\$23.86	24.0%
Stale Date		5	55.6%		\$53.17	53.5%
11-111 Acme Store 1	129	3	2.3%	\$1,856.64	\$34.17	1.8%
Early Cashing		2	66.7%		\$22.34	65.4%
Stale Date		1	33.3%		\$11.83	34.6%
12-222 Acme Store 2	145	6	4.1%	\$2,938.23	\$65.20	2.2%
Missing First Signature		2	66.7%		\$23.86	69.8%
Stale Date		4	133.3%		\$41.34	121.0%
13-112 General Store	145	3	2.1%	\$2,938.23	\$37.32	1.3%
Early Cashing		1	33.3%		\$13.46	39.4%
Missing First Signature		2	66.7%		\$23.86	69.8%
Peer Group 2	678	8	1.2%	\$17,856.64	\$131.71	0.7%
Early Cashing		5	62.5%		\$109.64	83.2%
Stale Date		3	37.5%		\$22.07	16.8%
22-107 Tom Country Store	543	5	0.9%	\$8,928.32	\$101.95	1.1%
Early Cashing		3	60.0%		\$85.42	83.8%
Stale Date		2	40.0%		\$16.53	16.2%
31-216 Tim Place	135	3	2.2%	\$8,928.32	\$29.76	0.3%
Early Cashing		2	66.7%		\$24.22	81.4%
Stale Date		1	33.3%		\$5.54	18.6%

3.5 Vendor Food Items Purchased Report

This report is for FI States Only.

Description This report lists the food items redeemed per month per vendor for the previous quarter. It is assumed that all items on the FI are redeemed, so the stores get an approximate inventory of what they provided to WIC.

Data Updated Quarterly

Parameters

Record Selection / Filtering / Calculations Select all items from food instruments redeemed during the time period.

Print Columns Vendor Name, Vendor ID, Food Item

Sort Order Vendor Name, Food Item

Total / Count Columns Quantity purchased per food item (assume all items on an FI were redeemed)

State Totals No

Primary Group (page break) Vendor Name

Additional Group By

Special Notes

Date Effective: 4/1/2007

Vendor Food Items Purchased Report
January 2007 - March 2007

Print Date: 4/6/2007

Vendor	Vendor ID	Food Item	Number of Items Purchased			Total
			January	February	March	
Hyvee Food Store	78-789	1 Cont. 18 oz Or less Peanut Butter	875	954	884	2,713
		1 Dozen of Large Eggs	1,654	1,547	1,398	4,599
		1 Package 16 oz. Dried Beans, Peas, Or Lentils	1,002	984	1,125	3,111
		16 oz. Natural Cheese - WIC Approved Only	1,135	1,002	1,258	3,395

3.6 Vendor UPCs Purchased Report

This report is for EBT states only.

Description	This report lists the UPCs redeemed per month per vendor and the total amount paid for each UPC.
Data Updated	Monthly
Parameters	Month, Year
Record Selection / Filtering / Calculations	Select all UPCs redeemed during the month selected.
Print Columns	Vendor Name, Vendor ID, UPC Number, UPC Name
Sort Order	Vendor Name, UPC Number
Total / Count Columns	Quantity purchased per UPC Total amount paid per UPC
State Totals	No
Primary Group (page break)	Vendor Name
Additional Group By	
Special Notes	

Date Effective: 5/1/2007

Vendor UPCs Purchased Report
April 2007

Print Date: 5/6/2007

Vendor	Vendor ID	UPC Number	UPC Name	# Purchased	Total Paid
Hyvee Food Store	78-789	234956733	1 lb ABC American Cheese	1,135	\$4,449.20
		256467890	1 lb XYZ Cheddar Cheese	875	\$3,508.75
		265463513	1 Gal ABC Whole Milk	1,654	\$5,375.50
		272563985	1/2 Gal ABC Whole Milk	1,002	\$1,893.78
		312457856	Dozen XYZ Large Eggs	963	\$2,879.37
		357895612	18 oz ABC Peanut Butter	568	\$1,652.88